

# **Campsbourne School**

## **Scheme of Delegation including Roles and Responsibilities**

### **The Governing Body**

1. Consideration and approval of budget for the year.
2. Take appropriate action, as far as possible, to avoid overspending the budget.  
Reporting of any possible budget deficit to LEA.
3. Determination of policy on charging and remissions.
4. Maintain a register of pecuniary interests.
5. Approval of written document on financial roles and responsibilities of Governors and school staff.
6. Consideration and approval of expenditure and virements in excess of £15,000.
7. Consideration of budget monitoring position of school each term and outturn position at end of the year.
8. Authority to open bank accounts for Unofficial Funds and to approve or vary signatories to the accounts.
9. Approval of personnel issues.
10. Authority to write off bad debts over £500.

## **The Headteacher**

1. Preparation of draft budget for the school, in accordance with LEA timetables, in consultation with relevant staff for consideration by the Governors.
2. Monitoring and control of spend against the approved budget in consultation with relevant staff. In particular, termly reports must be made to the Governors. These reports should consider the current and projected position to year end and propose corrective action if necessary to ensure the budget does not overspend.
3. Preparation of timely and comprehensive reports on financial matters to the Governors.
4. To approve placement of all orders up to £15,000.
5. Authorisation of virements up to £5,000.
6. Closure of school accounts at the year end in consultation with relevant staff and in accordance with LEA timescales. Reporting position to the Governors.
7. Preparation of financial returns required by the LEA in consultation with relevant staff.
8. Setting of suitable controls for recording and collection of monies due and movement and banking of monies.
9. Physical security of assets and ensuring the maintenance of an up to date inventory.
10. Approval of bank reconciliations for both the main school account and unofficial funds on a monthly basis.
11. Authorisation of payments including employee related expenses.
12. Maintenance of comprehensive financial accounts and full supporting financial records.
13. Ensure compliance with Data Protection Act 1984 requirements.
14. Ensure maintenance of adequate insurance cover.
15. Authorisation of invoices for payment via FMS and otherwise.
16. Authority to write off individual debts up to £500 with the exception of monies owed by employees. Debts above this must be approved by the Governors.
17. Authorisation of Petty Cash disbursements except those to the Headteacher.
18. Compliance with Financial Regulation for schools.

## **Deputy Headteacher**

1. In the absence of the Headteacher, to authorise payment of invoices up to £5000.
2. Authorisation of Petty Cash disbursements to the Headteacher.

## **Office Manager**

1. Administration of the school account, updating of pupil records, banking and safe custody of monies.
2. Checking of invoices and arranging for their payment in consultation with the Headteacher; the latter being the authorised signatory.
3. Maintenance of inventory.
4. Maintenance of Unofficial Funds records including reconciliation of bank accounts each month.
5. Preparation of financial returns to be authorised by the Headteacher.
6. Maintenance of comprehensive financial records in respect of all the above matters, including budget monitoring - i.e. proper recording of payments and commitments.

An external Finance Officer may be brought in to assist the Office Manager in the completion of some or all of the above tasks.

## **Budget Holders**

1. Control and monitoring of budgets delegated to them and reporting position each term to the Headteacher.
2. Preparation of draft budget for areas delegated to them and reporting estimated costs to the Headteacher.
3. Maintenance of comprehensive financial records in respect of the above matters.

The above Scheme to be reviewed, and revised if necessary, by the Governors annually.

Approved by the Governors on 21.09.2021